



Bureau of HIV and STD Prevention

HIV/STD Clinical Resources Division
HIV/STD Epidemiology Division
HIV/STD Health Resources Division

Est. February 5, 1999

Rev. May 7, 1999

HIV/STD Policy No. 525.001

ENFORCEMENT OF YEAR END REQUIREMENTS FOR TDH CONTRACTS

PURPOSE

To notify contracting agencies of the Bureau of HIV and STD Prevention's (Bureau) intent to enforce the provisions of Texas Department of Health (TDH) contracts regarding final reimbursement invoices and final Financial Status Reports (FSR). The Bureau will grant no exceptions to requirements contained in this policy.

AUTHORITY

Uniform Grant Management Standards; General Provisions for TDH Grant Contracts, article entitled "Terms and Conditions of Payment."

DEFINITION

State Biennium A two-year period that refers to the state budget cycle.

ENFORCEMENT OF GENERAL PROVISIONS FOR TDH GRANT CONTRACTS

All contracting agencies have 90 calendar days from the end of their contract period to submit final billing and final FSRs, unless specified otherwise in their contract. Requests for reimbursement received more than 90 calendar days following the end of the applicable contract period will not be paid. Submit billing and FSRs to:

Texas Department of Health
Grants Management Division
1100 West 49th Street
Austin, Texas 78756-3199

CONTRACT AMENDMENTS

Amendments to a contract must be received by the Bureau 120 calendar days prior to the end of the contract period. Submit amendments to:

Texas Department of Health
Bureau of HIV and STD Prevention
Grants and Contracts Branch
1100 West 49th Street
Austin, Texas 78756-3199

1 Additional requirements for state agency contracts

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3 Contracts with state agencies cannot extend beyond the state biennium. Projects that
4 extend beyond August 31st of an odd-numbered year require two separate contracts.
5 **Requests to move funds from the first contract to the second must be submitted**
6 **in writing and received by the Bureau 120 calendar days prior to the end of the**
7 **first contract period.**

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9 DATE OF LAST REVIEW:

10 November 13, 2002 Converted format from WordPerfect to Word.

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12 REVISIONS

13
14 Page 1, line 1 deleted "FUNDED FROM CATEGORIES 05 AND/OR 41" from the
15 title
16 Page 1, line 19 changed section title from "BUDGET AMENDMENTS" to
17 "CONTRACT AMENDMENTS"